

5-1273

25 January 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Coordination of Work of Management Improvement Staff with Office of Inspector General

1. Several instances have recently come to my attention where the Management Improvement Staff (MIS), Office of Comptroller, was conducting work within units of organization or on studying certain Agency-wide problems which either are currently receiving the attention of my Office or are scheduled to receive attention in the immediate future. In the interest of economy of manpower, the prevention of possible duplication and the reduction of time-loss to those individuals who are contacted either by this Office or the MIS, it is considered desirable that steps be taken to have the MIS coordinate its proposed projects or surveys with this Office before committing themselves to their undertaking. This request is made not on the basis of infringing on the prerogatives of the Comptroller but to more closely align the competencies of MIS, which acts on a requested basis, and the over-all inspection responsibilities assigned to this Office by the Director.

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2. It is suggested that the desired coordination can be most easily accomplished by having the Chief of MIS, or the Assistant Management Officer concerned, contact [REDACTED] on Extension 554-5 at the time a work request is received by MIS and before a commitment has been made to accomplish such. [REDACTED] will inform the Chief of MIS by close of business the following workday as to any comments from this Office. In order that we may be constantly advised of all projects current by MIS, it is further requested that this Office be furnished a copy of their monthly report.

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[REDACTED]
WILLIAM B. KIRKPATRICK
Inspector General